

# THE BERRY COMPANY & DIRECTORY DISTRIBUTION ASSOCIATES

Date: 6/7/2003 Updated 6/27/03

To: Debbie Kosik - CenturyTel Rex Shiver - CenturyTel  
Cathy Ward - DDA Sandi Branham - Berry  
Vince Panowicz - DDA Cathy Davis - Stevens

From: Monica Willis - The Berry Company

Subject: **10-Week Prior Directory Delivery Production  
Schedule (Part I)**

DIRECTORY NAME: Dothan, AL

DIRECTORY ISSUE DATE: September 2003

Please complete and return to Monica Willis via email or fax at (937) 296-2013  
on or before June 18, 2003

**EXHIBIT "B"**

*Dothan 10 Wk Schedule-2003*

## Delivery Production Schedule (Part I)

**I. DELIVERY START INFORMATION**

A. According to the delivery schedule, the distribution will:

DDA	OPEN	<u>8/25/2003</u>	START	<u>8/26/2003</u>	CLOSE	<u>9/15/2003</u>
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Printer SHIP DATE: 8/25/2003

B. Delivery Site:

**DDA**

**DDA Supervisor:** Triba Swift  
Holiday Inn Express  
3071 Ross Clark Circle  
Dothan, AL 36301

DDA	Hand Delivery Site Tel # - (DDA)
DDA	Hand Delivery Site Fax # - (DDA)

C. Name/Address/Telephone number of the telephone/publishing company representatives whom the Delivery Supervisor should contact as coordinators for the distribution.

Telco	Name	TBD by CenturyTel
	Title	
	Address	
	City/State/Zip	
	Phone #	
	E-mail	

<b>Telco</b>	Name	<b>Debbie Kosik</b>
	Title	<b>CenturyTel</b>
	Address	<b>100 CenturyTel Drive</b>
	City/State/Zip	<b>Monroe, LA 71203</b>
	Phone #	<b>(318) 388-9640</b>
	E-mail	<b>debbie.kosik@centurytel.com</b>

<b>Berry</b>	Name	<b>Monica Willis</b>
	Title	Directory Coordinator
	Address	3170 Kettering Blvd
	City/State/Zip	Dayton, OH 45349
	Phone #	937-297-4536
	Fax#	937-296-2013
	E-mail	monica.willis@lmberry.com

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_



II.

**PRINTING AND SHIPPING INFORMATION**

**NOTE:** *If it is necessary to use an LTL to ship less than a full trailer, the DC must coordinate this with DDA prior to arrival of LTL truck so personnel can be scheduled by DDA for the unloading.*

**Printer** A. First books are scheduled to arrive at the delivery site  
on 8/26/2003 Quantity 42,000

**Printer DDA** B. Number of copies expected to arrive per day 21,000 books fit on one trailer  
Delivery site holds 2 totaling trailers.

**Berry** C. The approximate TOTAL number of directories to be received from the  
printer 80,000  
38,000 balance of directories will be held until DDA needs more directories

**\*DDA will need to give Stevens 24 hour notice before DDA needs more books  
DDA should call Terri Brown (205) 940-6326**

If more than one directory cover is involved in this distribution, please show total copies to be received by specific cover.

<u>DIRECTORY COVER</u>	<u>TOTAL COPIES</u>
<u>N/A</u>	

D. How will directory covers be loaded and in what sequence?  
N/A

E. Directories are scheduled to be shipped from  
Printer: Stevens Graphics  
Plant in (City/State) 100 West Oxmoor Rd., Birmingham, AL 35209  
Contact Person Cathy Davis  
Telephone Number (205) 940-6154  
Shipping Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Surplus Directories are to be shipped to:

**Telco** CenturyTel - 3200 Armand - Monroe, LA 71201

Telco Warehouse?	<u>Yes</u>
Contact Person	<u>Ronnie Aaron</u>
Telephone Number	<u>(318) 361-3737</u>

**Telco** F. Delivery Bag Information: Clear or Printed Bags  
TBD

**Berry DDA** Arrival Date \_\_\_\_\_  
Quantity of bags \_\_\_\_\_  
Ordered by Monica Willis/Berry  
Vendor Supplying Checker Bag

**II. PRINTING AND SHIPPING INFORMATION (continued)**

- G. The name, address, and telephone number of the freight line's) handling shipment of the directories to the distribution site is:

This information will be available from:

Printer Cathy Davis/Stevens on TBD by Stevens at a later date

- 1) Company Name TBD by Stevens at a later date  
 Contact \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_
- 2) Company Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_
- 3) Company Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_

**III. DELIVERY SCOPE INFORMATION**

- A. Normal Scoping

- 1) Do all subscribers in each area or exchange receive the same book?

Yes X No \_\_\_\_\_

- 2) If no, list the names of each directory and show the exchanges or areas to which it should be delivered.

<u>DIRECTORY</u>	<u>EXCHANGES OR AREAS</u>
<u>N/A</u>	_____
_____	_____
_____	_____
_____	_____

- 3) Were any areas added to or deleted from the delivery scope since last issue?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 4) If Yes, please describe those changes in detail:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 5) Should addresses with PO Boxes receive directories?

Yes n/a\*\* No n/a\*\*

\* This is a blanket delivery - no need to deliver to PO boxes. With a blanket delivery, customers with PO boxes will be delivered; spot checks will take place. If it is determined customer did not rcv book, detached cards will be sent to customer.

\*\* Out of state directories will not be mailed, if on record report.

\*\* Out of town directories will not be mailed.

**III. DELIVERY SCOPE INFORMATION (continued)****B. Type of Delivery**

1) Is the delivery a saturation delivery?

Yes \_\_\_\_\_ No \_\_\_\_\_

**C. Extended Area Service**

1) Is the delivery coverage extended beyond the normal delivery scope?

Yes **N/A** \_\_\_\_\_ No \_\_\_\_\_

2) If yes, please provide the information for each area to be delivered.

Attach any additional information, map, or description of extended area that may be helpful.

ZIP	COMMUNITY	Estimated Count	PBX Books	Estimated Total
<b>ESTIMATED GRAND TOTAL</b>				<b>0</b>

**DDA to use postal data and maps to ensure saturated of expanded areas and mail to any PO Boxholders.**

3) What type of delivery record will be used for delivery to the extended area?

**N/A**

4) On what date and from whom will the delivery records be sent to DDA?

5) Do you need DDA to secure a delivery record?

1) Postal CRIS \_\_\_\_\_

2) Buy Labels \_\_\_\_\_

3) City Directory/Criss+Cross \_\_\_\_\_

6) What quantity of directories per customer should be provided in the extended area?

Residence \_\_\_\_\_

Business \_\_\_\_\_

PBX, Large Accounts \_\_\_\_\_

Telco

7) Can telephone spot check calls be made to the extended areas without using long distance?

Yes \_\_\_\_\_ No \_\_\_\_\_

**III. DELIVERY SCOPE INFORMATION (continued)**

8) Were any areas added to or deleted from the extended area coverage since last issue?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe those changes in detail:

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**D. Cutover**

1) Will there be a cutover (change in exchange numbers) in connection with this delivery?

Yes \_\_\_\_\_ No \_\_\_\_\_

2) If yes, please provide the cutover date, the number of customers involved, the exchanges involved and any special instructions.

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3) Will the delivery record provided show the customer telephone number before or after the cut?

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**IV. COIN INFORMATION TBD by CenturyTel if applicable**

**Telco**

A. Are books to be delivered to coin locations?

Yes \_\_\_\_\_ No X \_\_\_\_\_

B. Will the delivery records for coin stations be received with all other delivery records?

**Telco**

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please indicate when and from whom the records will be received.

**Telco**

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C. Are the present coin station binders adequate for the new books?

**Telco**

Yes \_\_\_\_\_ No \_\_\_\_\_

D. If there is no binder at public stations, but there is a shelf to hold a directory, should a new book be left?

**Telco**

Yes \_\_\_\_\_ No \_\_\_\_\_

V.

**MISCELLANEOUS INFORMATION**

Telco

- A. Are there any other items (inserts, etc) to be delivered along with the directories?

Yes \_\_\_\_\_

No \_\_\_\_\_

**X**

Telco

If yes, please provide detailed information.

Telco

- B. Are there any sensitive accounts requiring special handling?  
Please list and describe handling using attachment if necessary.

**Debbie is going to work with Rex and his team to put a list together and provide with the delivery tape.**

- C. List all telephone/publishing company drop locations. Include contact name, address, telephone number of books needed by directory cover (Use attachment if necessary).

CONTACT NAME  
ADDRESS & TELEPHONE

DIRECTORIES  
NEEDED BY COVER

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- D. Please provide us with the directory bill date or publication date.  
(Month/Day/Year) **September 2003**

Telco

- E. For insurance purposes, what value should be placed on each new directory?  
**25.00 (?)**

- F. Do any holidays occur during the distribution period? If yes, please list below:

Yes \_\_\_\_\_

**X**

No \_\_\_\_\_

**Labor Day**



V.

**MISCELLANEOUS INFORMATION**

- G. We will need you to provide us with mailing envelopes when we arrive at the delivery site. We will need **0** envelopes of adequate size for the directory(ies) being distributed. The name and telephone number our supervisor should contact to obtain these

Name \_\_\_\_\_ N/A  
 Telephone Number \_\_\_\_\_ N/A

- H. Indicate the return address to be used if DDA needs to mail directories:

Telco

Name \_\_\_\_\_ **CenturyTel**  
 Address \_\_\_\_\_ **3200 Armand**  
 City/ST \_\_\_\_\_ **Monroe, LA 71201**

- I. The information developed in this preliminary schedule was coordinated by:

Name \_\_\_\_\_ **Monica Willis**  
 Title \_\_\_\_\_ **Director/Coordinator**  
 Address \_\_\_\_\_ **3470 Kettering Blvd.**  
 City/ST \_\_\_\_\_ **Dayton, OH 45424**  
 Phone # \_\_\_\_\_ **(937) 233-1336**  
 E-mail \_\_\_\_\_ **monica.willis@timberline.com**

VI.

**DELIVERY RECORDS**

Berry

- A. All delivery records should be received at DDA no later than:  
**Wednesday, July 16, 2003**

**DIRECTORY DISTRIBUTING ASSOCIATES, INC**  
**160 CORPORATE WOODS**  
**BRIDGETON, MO 63044**  
**ATTENTION: DELIVERY RECORD PROGRAMMER**

VII.

**SORTS**

- A. After the original delivery record has been shipped, accumulate the daily service order activity and handle as follows:

The changes should be made on separate slips of paper of uniform size, the same size as the original record. Please be sure the corrections are on individual slips of uniform size and not in list form. Each slip should be marked "NEW CONNECT" OR "DISCONNECT."

Address changes should be made on 2 separate slips, one for an "in" and one for an "out".

Book Requirement Changes should be made on 1 slip marked:

Add \_\_\_\_\_ or Subtract \_\_\_\_\_